



# Office of the City Clerk

Weekly Report – for Week Ending April 8, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**General and Neighborhood Council Election** - A Neighborhood Council (NC) candidate survey was sent out to all candidates that have registered and submitted an application. The survey focused on the applicant's experience as it related to data entry, site navigation, documentation uploading, and overall experience. To date we have sent out a total of 1,510 email notices with the link to our survey and have received over 11% responses returned within the first four days. Early returns show a favorable experience by over two-thirds of respondents.

On March 30, Clerk staff approved a petition draft to recall Councilmember Paul Krekorian. Proponents will have until July 26, 2016 to circulate.

Clerk staff, in partnership with LA County Registrar Recorder/County Clerk, will conduct outreach and register voters at the USC LA Times Book Fest on April 10.

**2016 Neighborhood Council (NC) Elections** - Elections for Region 1 took place on Saturday, April 2. The elections involved a combination of online and poll voting. Empower LA is making operational changes for the upcoming elections as a result of the lessons learned from Saturday's elections. Clerk staff is working with them to provide additional supplies and an electronic tally process. Clerk staff will also assist in the tallying of ballots for Region 2's Studio City Elections on April 7.

Below are the number of candidate filings per region.

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	23	167
2	0*	10	74
3	0*	8	136
4	0*	13	139
5	0*	21	217
6	0*	8	136
7	0*	11	177
8	0	16	173
9	9		24
10	3		25
11	20		147
12	3		20
<b>Totals:</b>	<b>35</b>	<b>110</b>	<b>1,441</b>

\* Filing has closed; no candidates pending.

## TOP ITEMS

- **NC Election for Regions 1, 2, and 3 will be complete by the end of the week**
- **Records transfer to new offsite vendor stalled**
- **Accounting and Funding systems discussed with Empower LA**



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## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	3/4
Number of Notices/Publications	22
Number of Contracts Attested	54
Number of Council Files Created	89
Number of Claims Received	150
Number of Referrals	59
Number of Council Meetings	2
Number of Committee Meetings	8

**Neighborhood and Business Improvement Districts** - Staff worked with the City Attorney relative to the City's Minimum Wage Ordinance and setting up a question-and-answer session in the Valley for businesses. This Q&A session is planned for May 26, 2016.

**Applications and Infrastructure** - Systems staff attended the kick-off meeting with the Personnel Department and the Information Technology Agency as part of the sub-committee for the new IT reclassification. The objective is to streamline the examination process by providing onsite and offsite online testing rather than in-person interviews. In addition, old classifications will be phased out and replaced with new classifications that are comparable to the private IT jobs.

**Records Management** - The Clerk is navigating the process of transferring 180,000 boxes from Storetrieve, the new vendor from the prior records storage company (Iron Mountain). At issue is the inability of this office and the prior vendor to agree to an appropriate number of storage boxes that can be removed from Iron Mountain on a daily basis. This impasse would result in a significant number of City records being held in storage at a significant cost. We will keep you updated,

**Fiscal** - The City Clerk and Empower LA met on April 6 to discuss the proposed QuickBooks/QuickBase systems that Empower LA wishes to implement on July 1. This system, which is being paid for by the Innovation Fund, may be more efficient than Empower LA's current process, but may not be the best solution for the City Clerk. Additionally, we believe the July 1 date is ambitious. (The Clerk is expected to absorb Empower LA's accounting/funding functions in next year's budget.) Empower LA's project staff will meet with the City Clerk's information technology experts to review the proposed process and determine whether the proposed QuickBooks/QuickBase system could work, with some modifications, for the Clerk.

## ISSUES

There was a problem with the March 30<sup>th</sup> Council meeting video. The video was not accessible to the public for viewing since the MP3 and MP4 files were not available for download. The problem was escalated to the supporting vendor Granicus. The issue has been resolved and the video, MP3, and MP4 files are now online for download.

## UPCOMING . . .

Council will be in recess April 26-29 in observance of Passover.